



# Pract. I-Diagnostic Med Sonog.-12200

DMSO-1266

RT 2022 Section 1 2 Credits 01/18/2022 to 05/15/2022 Modified 01/11/2022

## Course Meetings

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### Course Modality

#### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Meeting Days

Monday and Tuesday

### Meeting Times

8:00 - 5:00 pm

### Meeting Location

Various Clinical Sites

## Welcome and Instructor Information

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### Instructor: Mrs. Lucy Quinn

**Email:** [lucy.quinn@hccs.edu](mailto:lucy.quinn@hccs.edu)

**Office:** Room 509

**Phone:** 713-718-7343

**Website:** <https://learning.hccs.edu/faculty/lucy.quinn> (<https://learning.hccs.edu/faculty/lucy.quinn>)

### Instructor: Dr. Elizabeth Ho

**Email:** [elizabeth.ho@hccs.edu](mailto:elizabeth.ho@hccs.edu)

**Office:** CTower 523

**Phone:** 713-718-7345

**Website:** [https://learning.hccs.edu/faculty\\_search\\_results.html?fullname=elizabeth+ho](https://learning.hccs.edu/faculty_search_results.html?fullname=elizabeth+ho)  
([https://learning.hccs.edu/faculty\\_search\\_results.html?fullname=elizabeth+ho](https://learning.hccs.edu/faculty_search_results.html?fullname=elizabeth+ho))

### What's Exciting About This Course

DMSO Practicum is one of the required courses which the students must complete in order to achieve the Diagnostic Medical Sonography Advance Technical Certificate. This course enables the students to apply didactic education to the clinical setting. Additionally, it prepares students to use cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains when performing sonography exams on actual patients.

### My Personal Welcome

Hello class! Welcome to your clinical rotation! This is an exciting semester because you get to experience the role of a sonographer. You are moving a step closer toward your career goals. This semester, I encourage that you work independently as much as possible, yet, under the wings of your Clinical Instructors. Be confident in yourself and learn as much as you can. You can do it!

## Preferred Method of Contact

E-mail is my preferred method of contact. I will respond to emails within 72 hours Monday through Friday and I will reply to weekend messages on Monday mornings. Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me, and I am available to hear your concerns and just to discuss course topics.

## Office Hours

upon schedule

Wednesday, 8:00 AM to 4:30 PM

## Course Overview

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### Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### Department Website

<https://www.hccs.edu/programs/areas-of-study/health-sciences/diagnostic-medical-sonography/>

## Core Curriculum Objectives (CCOs)

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1. Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws
2. Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.
4. Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

## Student Learning Outcomes and Objectives

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Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws

1. Perform basic patient care tasks.
2. Explains the examination procedure to the patient and responds to patient questions and concerns.
3. Strives to minimize patient exposure to acoustic energy without compromising examination quality or completeness.
4. Uses accessory equipment, when appropriate.
5. Analyzes sonographic findings throughout the course of examination so that a comprehensive exam is completed and sufficient data is provided to the physician to direct patient management and render a final diagnosis.
6. Performs measurements and calculations according to laboratory protocol.
7. Demonstrates competency in performing ultrasound exams on abdominal organs.

Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.

1. Work in partnership with other health care professionals to provide the best medical care possible for all patients.
2. Effectively communicates with all members of the health care team regarding the welfare of the patient.
3. Shares knowledge and expertise with colleagues, patients, students, and all members of the health care team.

## Departmental Practices and Procedures

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### Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Student Success Information

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructional Materials and Resources

### Instructional Materials

The [HCC Online Bookstore \(https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

DMSO Student Handbook

## Course Requirements

### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Article Quizzes	20		Students will participate in a reading program to improve their knowledge about current issues in the field. The students will read different articles and will be tested on their reading skills throughout the semester. Due dates for the article tests are posted on Canvas under the Article tab.

Type	Weight	Topic	Notes
Preliminary and Midterm Summative Evaluation and Action Plan	15		Students will be evaluated by the clinical instructor this semester. It is the responsibility of the students to notify the clinical instructor two weeks before the due date so the clinical instructor can thoroughly evaluate the students. After the evaluation form is completed, the students must review the form with the clinical preceptor to discuss the status of the performance of the students. It is encouraged that communication between the students and the clinical preceptor is transparent so expectations from both side are met throughout this course. The students must also come up with an action plan for any criteria that does not meet requirements. Twenty points will be deducted if there is no action plan. Due dates for the evaluations are posted on Canvas.
Final Summative Evaluations & Student Evaluation of Clinical Site	15		Final Summative Evaluations- The final evaluation from the Clinical Instructor  Student Evaluation of Clinical Site- At the end of the semester, students will have the opportunity to evaluate all the clinical sites they been through this semester. These evaluation forms will be shared with the clinical affiliates for assessment and improvement.
Writing Assignment	20		Students will participate in a writing program to improve their communication skills. The writing program consists of completing the written assignments and journals on the assigned date. Assignments will be given throughout the semester which students will answer to questions relating to exams they have observed during clinical experiences. Journal writing consists of impressions, questions, and concerns students may have during the clinical rotation, which informs the clinical instructors of their status in the clinic. Journals are written during mid-term and are due on the assigned dates as stated in Canvas.
Competencies	30		The students will use the Clinical Competency Guidelines to help achieve their competency expectations. See Departmental/Program Information section.

## Grading Formula

Grade	Range	Notes
A	100- 90	4 points per semester hour
B	89 - 80	3 points per semester hour  * Historically, students who made 80 or higher passed SPI exam on the first attempt*
C	79 - 75	2 points per semester hour  * Student must make a 75 or above to progress in the DMSO program*
D	74 - 60	1 point per semester hour
F	59 and below	0 point per semester hour

## \* Instructor's Practices and Procedures

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### Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>  
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

### Attendance Procedures

- Each student is responsible for any material missed during an absence.
- It is mandatory for students to attend classes/labs that they have registered for. If a student must miss a class, please

discuss it with the instructor for further guidance.

- Please refer to the Disciplinary Guidelines in case of absence or tardiness.

## Student Conduct

- Students are expected to follow the program rules and regulations as outlined in the program's Student Handbook for Dress Code, Professional Conduct, and the Disciplinary Guidelines.
- If a student exhibits, unprofessional behavior in the classroom, The Disciplinary Guidelines will be used to hold the students accountable for their actions. Please see the Disciplinary Guidelines in the attachment and in Trajecsys.  
<https://www.trajecsys.com/programs/admin/docnames.aspx>
- If you have any questions or are unclear of any topic regarding this class, please come see the instructor first before going to any other instructors. After you met with instructor, if you feel that your concerns have not been met, then you are free to discuss your concerns with the Program Director of the DMSO program.
- Please refer to the Disciplinary Guidelines regarding student conduct.

## Devices

- Students cell phones, watches, tablets, iPad and any other electronic devices must be stored with their personal belongings during a quiz or exam.
- Students are responsible to bring their laptop on quiz or exam day. If the laptop is not charged or not working, students will not be permitted to take the quiz or exam. The point percentage will go toward the next quiz or exam.
- Students are not allowed to use the classroom computers for their quizzes or exams.
- Any student that answers his or her cell phone during a quiz or an exam will automatically receive a zero for that quiz or exam.

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

## Assignment Policy

- Assignments may be given by the instructor for writing activities to be carried out either in the classroom or outside the classroom setting.
- Nomenclature for naming files when paper are uploaded: please put your first name when saving the assignment, such as ElizabethJournal1.docx. Papers without names will not be accepted
- Submission of assignment in Word document or PDF only (.doc, .docx, .pdf). Other formats will not be accepted and will be considered as late work.
- Twenty (20) points will be deducted for incomplete forms or assignments. Incomplete forms or assignments will be returned to the students and the students will have one week to correct it. If the students do not return the completed form or assignment, it will be given a zero (0).

- Late work will be accepted with 20 points deduction within 7 days after the due date. Late work will not be accepted after that.
- The instructors will not accept assignments or any course work through Canvas or HCC e-mail without prior knowledge.
- Due Dates and Grade Distributions are based on what is listed on the syllabus and not on Canvas. Should there be a discrepancy, please let the instructor know as soon as possible.

## Lab Policy

- Points will be deducted for failure to bring supplies to lab class (USB, towels, sheets, and scanning notes). Refer to the Disciplinary Guidelines.
- Students are not allowed to use the printer in the lab to print pictures, but only texts.
- Paper towels in the lab are for hand wiping only. Students are not allowed to use the paper towels in the lab for cleaning the transducers or on patients.
- All lab supplies may not be left in the lab. It must be stored in the assigned locker. The locker must have a lock on it. HCC is not responsible for lost or stolen items.
- During lab class, students are not allowed to close the curtains unless they have an accommodation letter or they are scanning a human breast, scrotum, or transvaginal female pelvis. If the curtain is pulled, under no circumstance should you enter the scanning area.

## Testing Policy

- Test questions will be taken from the reading materials and lectures.
- Test questions may include content from previous chapters or prior classes.
- Test questions may require knowledge from earlier parts of the course or previous semesters.
- Generally, multiple choice question will be given up to 70 seconds per question, other type of questions will have various time per questions.
- Online quizzes are to be done confidentially. You may not print or share the questions or answers with other students.
- If a student isn't able to start the exam because he/she has forgotten the password, the time spent recovering a lost password will be deducted from the exam time.
- Students may not step away from an exam once it has started. If the students stepped away from the exam, 25 points will be deducted from that exam
- The student can only miss up to one (1) quiz per semester. The student will receive a zero "0" for any missing quizzes after that.
- If a student misses a written quiz or exam, make-up is allowed within a week and 20 points will be deducted from that quiz or exam. Make-up is not allowed for a scanning quizzes and midterm/final practicum.
- All students must take the last quiz or exam. If the student does not take the last quiz or exam, he/she will get a zero for that last quiz or exam.
- For in-person exam, students may only bring a pen and/or the laptop with them on testing days.
- For in-person exam, students belongings must be stored in the back of the room or in their lockers during a quiz or exam.
- If the student arrives after the test has begun, the missed time will be deducted from the exam time. For example, if you are 15 minutes late to a 60 minutes exam, you will only have 45 minutes to take the exam.
- During a quiz or an exam, the instructor can only answer to questions that relate to the make-up of the exam. The instructor will not be able to answer questions relating to grammar, vocabulary, anatomy, or medical terminology.
- If there is a final exam, the student must take the final exam. If not, 25 points will be deducted from the course final grade.
- If a student fails a quiz or exam, he/she must schedule a tutoring session with an instructor or tutor within two weeks of the quiz or exam date. The faculty will create an incident report in Trajecsyst stating that the student is willing or unwilling to accept the faculty or tutor's help.

## Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete. Students have to complete all course work and earn a letter grade before the first day of the next semester.

# HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

## Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC

- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>)

## Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

## Office of the Dean of Students



Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Student Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](https://www.hccs.edu/tutoring) (<https://www.hccs.edu/tutoring>) website for services provided.

## Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu/>).

## Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

## Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

## Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

## Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

## Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

## Course Calendar

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## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

<b>Holidays</b> Jan- MLK (Monday) Feb- President (Monday) March-Spring Break April- Good Friday (Friday)		DMSO 1266 Pract I
<b>Textbook</b>		DMSO Student Handbook
Week 1	<b>Lecture:</b>	Monday-Holiday Tuesday - Orientation Simulation Thursday - Simulation
	<b>Lab:</b>	
Week 2	<b>Lecture:</b>	
	<b>Lab:</b>	Submit the following in Eagle Online Canvas <ul style="list-style-type: none"> <li>• Writing Assignments Due: Orientation Acknowledgement</li> </ul>
Week 3	<b>Lecture:</b>	
	<b>Lab:</b>	
Week 4	<b>Lecture:</b>	Submit the following in Eagle Online Canvas <ul style="list-style-type: none"> <li>• Reading Assignment and Article Quiz: Pancreas Sonography</li> </ul> Submit the following in Trajecsys <ul style="list-style-type: none"> <li>• Preliminary Summative Evaluation and Action Plan</li> </ul>
	<b>Lab:</b>	
Week 5	<b>Lecture:</b>	
	<b>Lab:</b>	
Week 6	<b>Lecture:</b>	
	<b>Lab:</b>	
Week 7	<b>Lecture:</b>	
	<b>Lab:</b>	
Week 8	<b>Lecture:</b>	Submit the following in Eagle Online Canvas <ul style="list-style-type: none"> <li>• Writing Assignments Due: Exam Observation</li> <li>• Journal Due</li> <li>• Reading Assignment and Article Quiz: : Gallbladder Sonography</li> </ul> Submit the following in Trajecsys <ul style="list-style-type: none"> <li>• Midterm Summative Evaluation on Canvas and Action Plan</li> </ul>
	<b>Lab:</b>	

	Lab:	
Week 9	Lecture:	
	Lab:	
Week 10	Lecture:	
	Lab:	
Week 11	Lecture:	
	Lab:	
Week 12	Lecture:	<p>Submit the following in Eagle Online Canvas</p> <ul style="list-style-type: none"> <li>• Writing Assignments Due: Image Acquisition</li> <li>• Reading Assignment and Article Quiz: Pelvic Sonography</li> </ul> <p>Submit the following in Peoples Soft</p> <ul style="list-style-type: none"> <li>• Do course evaluation with EGLS3 in People Soft</li> </ul>
	Lab:	
Week 13	Lecture:	
	Lab:	
Week 14	Lecture:	
	Lab:	
Week 15	Lecture:	Do EGLS3 Survey in People Soft
	Lab:	
Week 16	Lecture:	
	Lab:	

## Additional Information

### Departmental/Program Information

**Coleman College for Health Sciences**  
**Diagnostic Medical Sonography Program**  
**Disciplinary Guidelines**

Students in the DMSO program are expected to behave in a professional manner in the classroom, lab and clinical setting. If a student exhibits, unprofessional behavior in the classroom, lab and/or clinical setting, there will be consequences. Please follow the disciplinary guidelines below.

Categories	First Offense	Additional Offenses
<b>Attendance</b>	<b>(point deduction on overall final grade)</b>	
1. Clinic		
A. Students need to make-up any hours that are missed		
B. Tardy or leaving clinic early (no grace period)		
C. Fifth absent and beyond (COVID/Flu will be an exception with documentations)	0.25	0.25
	25	25
D. If you do not email the clinical instructors and your clinical preceptor through Trajecsys that you are arriving late/leaving clinic early	5	5
E. If you do not email the clinical instructors and your clinical preceptor through Trajecsys of your absence <u>60 minutes prior</u> to your clinic start time.	5	5
2. Classroom/lab		
A. Tardy or leaving class early, including exam days (no grace period)	0.25	0.25
B. After the third tardy or leaving class early	1	1
C. Absent- After the third occurrence	10	10
<b>Reminder: Students can only miss up to one (1) quiz or exam per class, per semester. The student will receive a zero (0) for any missing quizzes or exams after that.</b>		
<b>Behavior</b>		
3. Offensive language in the clinic or on school premises	5	5
4. Demonstrating disruptive and/or unprofessional behavior (including but not limited to argumentative behavior, fighting, and/or yelling at classmates, clinical preceptors or instructors) in class, lab, and clinical site	5	5
5. Sleeping while in clinic or in class	Written Warning	5
6. Harassing and/or using emotional labor/guilt toward instructors, clinical preceptors or students	Written Warning	5
7. Sitting on the floor during an exam or procedure	Written Warning	5

8. Trajecsys: Clocking in somewhere other than your designated clinical site. (you MUST clock-in, in the designated area)	Written Warning	1
9. Trajecsys: If you forget to clock-in or clock-out.	Written Warning	.25
10. Trajecsys: If you forget to turn on your GPS location tracker.	Written Warning	.25
11. Being anywhere other than the sonography department unless being asked to do so (i.e. do portable ultrasound exams)	Written Warning	5
12. Not having your identification badge with you while in clinic	Written Warning	2
13. Not emptying linen and filling gel bottles	Written Warning	2
14. Challenging the authority of the DMSO instructors, clinical instructor and/or clinical staff.	Written Warning	10
15. Not showing interest during clinic or class	Written Warning	2
16. Cheating on a test, practicum test, quiz or an assignment	25	A grade of "0" zero will be given for that course
<b>Performance</b>		
17. Clinical affiliate asks a student to be removed from their clinic due to unsafe practices/unprofessional behavior (you will not be placed at another clinic site, making you to be ineligible to continue to the next semester)	25	25
18. Leaving an exam early because it's time to clock out	Written Warning	2
19. Unwillingness to accept criticism from your preceptor or instructor	Written Warning	5
20. Telling a preceptor any of the following: "I don't want to scan this exam because I have already comped out on it." "I didn't learn it this way." "That's not the way ____ showed me yesterday." "I haven't learned that yet, so I can't perform this exam."	Written Warning	5

21. Not being in compliance with the sonography department's procedural policies	Written Warning	10
22. Refusing to scan difficult patients in the lab or the clinical setting	Written Warning	5
<b>Electronic Devices</b>		
23. Accessing the department computer without permission	Written Warning	5
24. Using the outlets or computers to charge your electronic device(s) in the clinical setting	Written Warning	1
25. Using your electronic devices outside of designated breaks (you can have your phone, but you cannot use it)	Written Warning	1
<b>Professionalism- Appearance and Hygiene</b>		
26. Wrinkled scrubs	Written Warning	1
27. Body odor	Written Warning	1
28. Messy hair	Written Warning	1
29. Strong cologne/perfume	Written Warning	1
30. Excessive jewelry	Written Warning	1
31. Unkempt fingernails, excessive fingernail length, offensive polish, and artificial nails	Written Warning	1
32. Unnatural eye color (color contacts)	Written Warning	1
33. Excessive make-up	Written Warning	1

### Clinical Competency Guidelines for Class 2022

To graduate from the Diagnostic Medical Sonography program at Houston Community College, each student must complete the primary competencies.

Elective competencies are competencies which the students will learn at their clinical site, but it's not counted toward the requirement for graduation. Elective competencies are used to show future employers of exams in which the students have participated.

Primary Competencies ( <i>Must complete</i> )	Elective Competencies ( <i>Optional</i> )
1. Abdominal Complete	1. Abdominal Doppler
2. Aorta/IVC	2. Aorta with Doppler
3. Biliary system	3. Appendix
4. Liver	4. Carotid Doppler
5. Pancreas	5. Intussusception
6. Spleen	6. Kidney Transplant
7. Kidneys	7. Liver Transplant
8. Bladder	8. Musculoskeletal
9. Pleural space	9. Neonatal Head
10. Sonographic Guided Procedure (assistance)	10. Neonatal Hip
11. Scrotal	11. Neonatal Spine
12. Thyroid	12. Nuchal Translucency
13. Transabdominal Pelvic-Trans Abdominal	13. Pancreas Transplant
14. Transvaginal Pelvic-Transvaginal	14. Paracentesis
15. First Trimester OB	15. Prostate
16. OB Complete (second/third-trimester fetal and maternal structures)	16. Pyloric Stenosis
17. Biophysical Profile	17. Renal Doppler
	18. Right Upper Quadrant Ultrasound
	19. Soft Tissue
	20. Thoracentesis



	21. Ultrasound Guided Procedure, Biopsy, Drainage, Catheter, and Marking
	22. Vein Mapping
	23. Venous Lower Extremity Doppler
	24. Venous Upper Extremity Doppler

When the student is at the clinic, he/she must follow the clinic's protocol. In cases where the clinic does not have a protocol, the student can follow the sonographer's protocol or the school's protocol.

The Trajecsys System contains recommended protocols for anatomies and procedures. If the clinical site does not use those anatomies or procedures, the sonographer can ask the students to identify or explain about that anatomy or procedure and give students credit for knowing it.

### Breakdown of Competencies

Before a student performs a proficiency test (competency) on an exam, it is recommended that he/she must practice on that exam independently at least once on actual patients. When the student is prepared, he/she can notify the Clinical Instructor and perform the exams practiced. A Clinical Instructor is a clinical affiliate employee (sonographer) who meets the following qualifications:

- Maintains knowledge of Program goals and clinical objectives.
- Maintain current RDMS, preferably in specialties performed. Preceptors must be registered in the specialty in which they are grading a competency.
- Maintains knowledge of Clinical Syllabus and evaluation systems.
- Communicates with the Clinical Instructor and Clinical Coordinator regularly to provide feedback on student performance in the clinical site.

The Clinical Instructor could only test a student in an area in which he/she is certified in. (EX: a sonographer who is RDMS (AB) could only test a student on abdominal exams and not obstetric exams). Students are encouraged to test on exams that are technically difficult or examinations with pathology.

Failed competencies do not count against the student's grade during the semester and should be used by the student as a guide to areas requiring more practice. It is necessary for the sonographer to mark "attempted" in Trajecsys and the student could retest whenever he or she is ready again. Attempted competencies will be collected and included in the student's file. The attempted competency gives the student credit for trying and allows the student to continue to the next semester if the course final score is over 75 points. Attempted competencies for this semester will be added to the following semester. In the following semester, the student must pass all the "attempted" competency from this semester before testing out on competencies for next semester. The student who does not show any attempt or pass on the required competency will result in an "F" in the clinic. The clinical preceptor is not responsible for students who wait until close to the end of the semester to "test out" on exams that the student could have achieved during the semester. If little initiative is shown by the student to test out during the semester, this will be noted, and the student will be in hazard of failing clinic.

Each semester the students need to complete a certain number of competencies (comp). It is recommended that the student scans the first competency independently before he/she can comp-out on that comp.

Spring Semester, DMSO 1266: Students are required to complete six (6) competencies.

Summer Semester, DMSO 2266: Students are required to complete five (5) competencies which he/she had not performed during the previous semester.

Fall Semester, DMSO 2467: Students are required to complete six (6) competencies which he/she had not done in the previous semesters. In total, the students must show a completion of 17 passed primary competencies in their record to graduate from the DMSO program.

Students rotating through an OB facility will only be required to complete three (3) competencies. If you are going to the OB stie in the fall, all competencies will still need to be completed before graduation.

If the students are competent, they can achieve up to four (5) additional competencies per semester.

At the end of the semester, competency grading is based on number of passed comp divided by the number of required comp. For example, if a student has 3/3 competencies, his/her grade will be a 100%; if a student has 2/3, his/her grade will be a 67%; if a student has 1/3, his/her grade will be 33% for the competency grade. Competency grade is 30% of the overall course grade.

At a minimum, the student must attempt all the required comps and have earned a total grade of 75% or higher for all other grading requirements for this course to move on to the next semester. Whatever comps the student is lacking, he/she will need to complete it first in the following semester.

It is the responsibility of the student to keep track of his or her work accordingly. If the student feels that he/she is not able to complete the required competencies, it is important that he/she share that concern with the clinical instructor(s) early in the semester (but after the first two weeks of the rotation) so the clinical instructor(s) could make all attempts to resolve this matter or find alternative solutions to help the student.

### **Clinical Competency Log Rules**

The student needs to document every exam he/she has encountered in the Trajecsys System. The logging criterion is as follows.

#### **Observed (O)**

- The student's hand does not touch the transducer. The student is simply watching what the sonographer is doing.

#### **Assisted (A)**

- The student takes some images of an organ that are used for the exam or
- The student takes some images of an organ that can be used, but the sonographer does not turn them in or does not approve of it. They comment on the images and tell the student what needs to be improved.

#### **Independent (I)**

- The student independently completes the entire exam, including taking pictures for the whole protocol for that exam, and the sonographer approves all the images.
- The student independently takes pictures of an entire organ that can be used for the exam, but the sonographer does not turn them in.
- The student is highly recommended to complete an independent scan before he/she can comp-out on an exam.

## **Process for Expressing Concerns about the Course**

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Dr. Elizabeth Ho

Email: [elizabeth.ho@hccs.edu](mailto:elizabeth.ho@hccs.edu)

Phone number: 713-718-7345